

No.B 3/4009/TC/04

Transport Commissionerate,
Kerala, Thiruvananthapuram,
Dated. 23.05.2005.

CIRCULAR NO.09/2005

Sub: - M.Vs.Dept: Financial liability outstanding against the Department Officials
- Issuance of notice prior to Recovery mandatory - Instructions - Issued.

In order to effect a recovery of liability from an Official, it is mandatory that he/she shall be intimated of the specific amount outstanding against him/her, so as to afford an opportunity to the Official concerned to explain his/her position in the matter. But instances have come to the notice of the under signed that in certain cases recoveries are being effected unilaterally without issuing any notice to the party concerned, thus paving the way for the Department to be dragged into unnecessary litigation. Needless to say, it is a blatant violation of Natural Justice.

In the circumstances, all the Officials who are directly or indirectly involved in effecting recovery, shall, hereafter, ensure that notice, intimating the specific amount outstanding as liability against the incumbent, is issued and duly acknowledged, before proceeding to recover the amount from him or her. The Officials concerned will be held personally liable for the consequences arising from the non-compliance of this circular.

Receipt of the Circular may please be acknowledged.

Sd/-
Transport Commissioner